

United States Government

Department of Energy

memorandum

DATE: OCT 10 2002

REPLY TO

ATTN OF: Office of Worker Protection Policy and Programs:David Pegram:3-9840

SUBJECT: APPROVE AND SIGN THE CHARTER FOR THE HEADQUARTERS FEDERAL EMPLOYEE
OCCUPATIONAL SAFETY AND HEALTH (FEOSH) STEERING COMMITTEE

TO: Beverly A. Cook, EH-1

The attached charter was approved at the August 12, 2002, Headquarters FEOSH Steering Committee meeting. The charter formally establishes the roles and function of the steering committee under the chair of the Assistant Secretary, Office of Environment, Safety and Health.

Establishment and approval of the charter is in line with the established role for the Assistant Secretary, Office of Environment, Safety and Health, as the chief safety and health officer for the Department. This charter formally establishes the roles, responsibilities, and functions necessary to carry out and promote successful implementation of OSHA and Department of Energy worker protection directives.

The FEOSH Steering Committee will serve as a resource for line management and promote communication, coordination, resolution of crosscutting issues, and cost-effective implementation of requirements among the various Headquarters line program organizations.



C. Rick Jones
Acting Deputy Assistant Secretary
Office of Safety and Health

Attachment

APPROVE: 

DISAPPROVE: _____

DATE: _____

CHARTER FOR THE DEPARTMENT OF ENERGY HEADQUARTERS FEDERAL EMPLOYEE OCCUPATIONAL SAFETY AND HEALTH STEERING COMMITTEE

OBJECTIVE:

- Coordinate Department of Energy Headquarters (DOE HQ) implementation and conduct of office-specific Federal Employee Occupational Safety and Health (FEOSH) Programs.

SCOPE:

- The committee is primarily concerned with issues arising in the implementation of requirements of the Occupational Safety and Health Act of 1970; Executive Order 12196, "Occupational Safety and Health Programs for Federal Employees," effective October 1, 1980; HQ Order 442.1, "Headquarters Occupational Safety and Health Program"; and DOE Order 440.1 A, "Worker Protection Management for DOE Federal and Contractor Employees." These documents mandate that supervisors are responsible and accountable for the safety and health of their employees.
- The committee is a forum to guide and facilitate implementation of health and safety protection programs for DOE Headquarters Federal employees, to resolve crosscutting issues among the DOE offices, and to accelerate program implementation.
- The committee reviews and takes actions to implement FEOSH programs, policy, requirements, and guidance using an integrated approach among the various Headquarters offices.
- The committee does not provide direction regarding implementation of FEOSH but acts to facilitate assistance among the various DOE offices, distribution of technical resources, best practices, lessons learned, and coordinate assistance efforts. The role and accountability for implementation and program operation is the responsibility of the Program Secretarial Office supervisors and managers.

FUNCTIONS:

- Identify and resolve technical issues and operation of program requirements for successful implementation and conduct of the DOE HQ FEOSH program.

- Review proposed and existing policy, requirements and guidance, and provide recommendations with regard to feasibility and flexibility for effective program implementation.
- Identify and promote cost-effective approaches to implementing and operating FEOSH programs, control worker compensation costs, Headquarters records management, medical surveillance activities, risk mitigation, and coordinated hazard prevention and abatement activities according to the hazards and risk associated with the activity at DOE Headquarters.
- Monitor FEOSH hazard reviews and abatement activities at DOE Headquarters facilities, review FEOSH corrective action and performance indicator reports to include defining needed FEOSH performance data, and publish status reports on FEOSH program performance and implementation status.

ORGANIZATION:

- **Members**

DOE Headquarters organizations will appoint representatives to serve as members. It is expected, but not required, that the members have decision-making authority for the implementation and operation of FEOSH programs within their organization.

Non-members may observe, participate in activities, and attend meetings with the invitation of any committee member.

- **Chair**

The chair will moderate each meeting and act as the formal representative of the FEOSH Steering Committee (FEOSH-SC). The chair will work with the steering committee executive secretary to set the agenda and schedule meetings. The Assistant Secretary, Office of Environment, Safety and Health, will initially serve as the committee chair. After the first year, the chair will either continue, or a new chair will be elected by a vote of the committee members.

- **Technical Advisors**

The committee may establish and designate, as necessary, working groups and individuals to advise the committee on specific technical topics or provide specific services. The staff of the Office of Environment, Safety and Health' Office of Safety and Health will serve as a technical resource to the committee.

Individuals who are not Federal employees or are not members of the committee may also serve on working groups or as technical advisors as the committee desires.

OPERATING RULES:

- Formal communications with the FEOSH-SC, which reflect the will of the committee, will originate from the committee chair. Formal communications to the FEOSH-SC will be addressed to the committee chair.
- Communications with individual FEOSH-SC members should follow standard administrative and reporting channels. Members and representatives are expected to refer to their respective management those issues and recommendations needing management's attention.
- Any DOE Headquarters or operations office may request the committee to consider and advise on FEOSH issues.
- The chair will solicit agenda items from the membership and provide an advance agenda for meetings. The draft agenda will be provided to the membership at least one week before each meeting is to be held.
- There will be, initially, monthly meetings at the discretion of the chair. In addition, meetings may be held as determined by the chair or when requested by any member.
- The chair will provide draft minutes to the members and other interested stakeholders, such as the National Treasury Employees Union, in a timely manner (typically, less than 30 working days after the meeting is held or before the next meeting, whichever comes first), and distribute the approved minutes.